



**EXECUTIVE COMMITTEE MEETING
Minutes from the May 7, 2013 Executive Meeting**

MINUTES

Meeting Location: 1520 Rutherford Lane, Austin TX

Meeting Called to order at: 6:00p.m.

Committee Members in attendance: Dr. Victor Martinez, Paul Hassell, Shanika Cornelius, and Amelia Reinwald.

City of Austin Staff in attendance: Kimberly Williams

Approve Minutes

- Minutes from the Executive meeting held on April 2, 2013 were not approved and clarification from the Executive minutes dated March 5, 2013 need to be verified.

Chair report

- Dr. Victor Martinez reviewed the Membership report and the attendance records. Shanika Cornelius asked to add an "updated date" to the membership report. He asked Kimberly Williams to send Leah Graham an email reminding her of the attendance policy and to let her know that she has two absences. Shanika Cornelius will be Chair of the Membership work group, that will look at recruiting and recruitment efforts this group will be comprised of Planning Council Members and Community members. Dr. Victor Martinez asked Kimberly to send an email out to current Planning Council members and Community members asking them to join the work group.

Discuss when to schedule presentations from service providers on their service categories

- Dr. Victor Martinez stated that he is going to write a letter to the Editor of the Austin Statesman about the impact of the Sequester on the Service Providers. He also stated that he would like to schedule Service Provider presentations. These presentations will be during Business meetings in the months of June, July, and August for one hour. The Service providers will need to talk about how many clients they serve, demographics, make-up of clients, the federal poverty level of clients, and if they have information on how they track the homeless and how they define homeless. A discussion ensued on the Health and Human Services budget presentation scheduled for the June Business meeting and how it pertains to the Austin Area HIV Planning Council.

Review recruitment cards

- The Executive Committee reviewed the membership recruitment cards and made the final edits to them. Dr. Victor Martinez asked Kimberly Williams to send out the final draft version of the recruitment cards to the Executive Committee by email.